

Right of Entry Agreement Completion Instructions

- The document must be single sided only. Double-sided pages cannot be accepted.
- Please ensure that the correct sediment control permit number is shown on page one of the document, where indicated. DPS cannot accept the document without the correct sediment control permit number on it in that location. For ePlans, you will receive your permit number upon acceptance of the sediment control electronic application. For paper plan submittals, please ask the permit technician for the number when you apply in person if you are dropping off the Stormwater Management Right of Entry Agreement in the initial submittal package.
- Ensure that the grantor has signed and notarized the document. Please note that the document must be signed by **ALL** owner(s) of the property. If more than one person needs to sign the document, add additional signatory lines and notarize each signature separately.
- Documents may not be signed by a contract purchaser.
- If the property has recently changed ownership, please include a copy of the deed and the recordation receipt from Land Records along with Agreement documents.
- Once completed and fully executed by the grantor(s), the document should be included in the initial sediment control application package submittal. If submitted at a later date the document should be delivered to the appropriate DPS sediment control plan reviewer for the project. If the reviewer is not known, the document may be directed to Mark Etheridge (240-777-6338, mark.etheridge@montgomerycountymd.gov)
- Do not change any of the language in the draft agreement. If changes are proposed, a mark-up set must be submitted to the plan reviewer for review by the County Attorney. This may delay your permit issuance.
- Documents must be submitted with original signatures and notary seals. Copies cannot be accepted. Please do not submit unexecuted documents.
- Please use the complete property address in the agreement, including city, state and zip code.

- Once approved by DPS the document must be recorded in Montgomery County Land Records. The Liber and Folio numbers must be placed on the sediment control plan prior to plan approval.
- By signing the document, the signatory certifies that the information is complete and accurate and that the signer of the document has the right to enter into the agreement.